

**U.S. NATIONAL COMMISSION ON LIBRARIES  
AND INFORMATION SCIENCE**

**FY 2004 APPROPRIATIONS JUSTIFICATION**

**Submitted to the House Committee on Appropriations  
Subcommittee on Labor, Health and Human Services,  
Education, and Related Agencies**

**May 2003**

For necessary expenses of the National Commission on Libraries and Information Science, established by the Act of July 29, 1970 (Public Law 91-345, as amended by Public Law 102-95), [\$1,010,000<sup>1</sup>] \$2,981,000. (*Consolidated Appropriations Resolution, 2004.*)

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<sup>1</sup> This amount is reduced by 0.65% across-the-board rescission, as specified in Section 601 of the Consolidated Appropriations Resolution, *i.e.* \$1,003,435.



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# **U.S. NATIONAL COMMISSION ON LIBRARIES AND INFORMATION SCIENCE (NCLIS)**

## **SALARIES AND EXPENSES**

### FY 2003

Appropriation: \$1,003,435

Full-time-equivalent positions: 7

### FY 2004

Budget request: \$2,981,000

Full-time-equivalent positions: 12

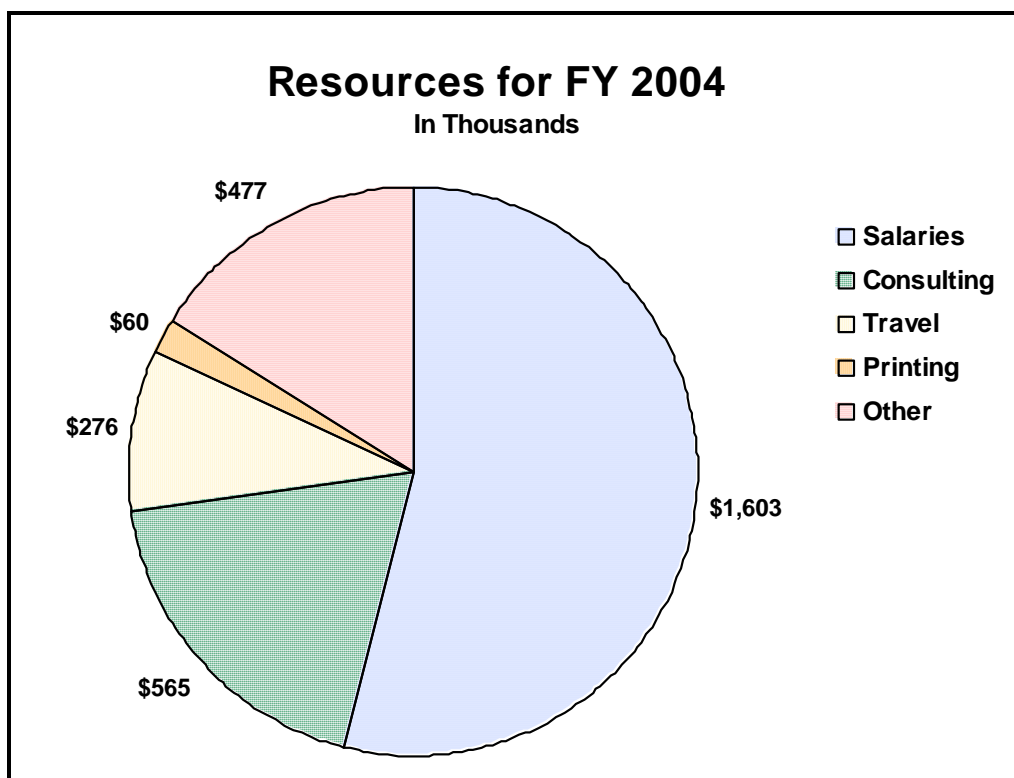
As with other advisory bodies, the Commission's annual appropriation is for its "salaries and expenses." Salaries and benefits for Commissioners and staff are the single largest expense for the Commission, as they are for most advisory agencies.

Other Commission expenses can be summarized in four general categories: consulting services (which are an alternative form of staffing), travel and meetings; printing; and other administrative expenses, which include rent, communications, supplies, etc.

Consultants are essential to the Commission, which has statutory authority under 20 U.S.C. 1505(c)(2) to augment its small staff with consultants. This enables the Commission to obtain the services of individuals with specific expertise as needed and to respond quickly to changes in program requirements. Together, consultants, salaries and benefits utilize 72.8% of the budget requested for the Commission.

Travel is also essential since the Commissioners, located throughout the Nation, are intermittent federal employees, who travel to Washington, DC, and other locations for Commission meetings and other Commission business.

<u>Resources for FY 2004 (in thousands)</u>	<u>\$2,981</u>	<u>100.0%</u>
Salaries and benefits	1,603	53.8%
Consulting services	560	19.0%
Travel and meetings	275	9.2%
Printing	60	2.0%
Other (rent, communications, supplies, etc.)	483	16.0%



## BACKGROUND

The key statutory functions of the U.S. National Commission on Libraries and Information Science (NCLIS) can be summarized as follows:

1. NCLIS *identifies the needs* of the people of the United States for library and information services.
2. NCLIS *translates those needs* into recommendations for national policy.
3. NCLIS *advises* the President, the Congress, state and local governments and others on implementation of national policy.

To carry out these functions, NCLIS:

1. conducts studies, surveys and analyses of the nation's library and information needs;
2. appraises the adequacies and deficiencies of current library and information resources and research and development activities;
3. conducts meetings, hearings and forums; and
4. issues reports and publications.

The Commission includes the Librarian of Congress, the Director of the Institute of Museum and Library Services (IMLS) and fourteen Commissioners appointed by the President and confirmed by the Senate for five-year terms. Five of the appointees are librarians or other information professionals. President Clinton designated Martha B.

Gould of Nevada as Chairperson, to succeed Jeanne Hurley Simon of Illinois who died in February 2000. The Commission staff has included in the past an executive director, a deputy director, a director of research and statistics, a director of legislative and public affairs, an administrative officer, and research associates, support staff and consultants in varying numbers according to the funding levels and program requirements for individual fiscal years. In response to the decrease in funding from the FY2001 level of \$1.5 million to the level provided in FY2002 and FY2003, i.e. \$1.0 million, the public affairs position has been left vacant, the single secretarial position has been reduced to half time, and the position of deputy director has become vacant, although a new position of director of operations has taken over the operational responsibilities of the deputy.

Public Law 91-345 (20 U.S.C. 1501 et seq.), signed July 20, 1970, established the U.S. National Commission on Libraries and Information Science as a permanent, independent agency in the Executive Branch.

This budget request is organized by a master list of program areas around which NCLIS shapes its yearly priorities:

1. Policy Planning and Advice
2. Federal Information Dissemination Policy
3. National Information Policy
4. International Information Policy
5. Library Statistics & Surveys
6. Services to Special Populations
7. Disaster Preparedness & Emergency Response
8. Agency Administrative Requirements

For several years the Commission has recognized the need to expand its coverage of emergency preparedness and disaster response with respect to library collections and services, primarily in response to natural disasters, both national and international. The terrorist attacks of September 11, 2001, brought this issue to the forefront with the recognition that the local public library can serve as a source of timely, reliable information for the community during and after an emergency. Consequently, Disaster Preparedness and Emergency Response was established as a separate program area in the Commission's FY 2003 budget request. The remaining program areas are long-standing areas of activity for the Commission.

All of the program areas are vast, complex and critical to meeting the needs of the American people for libraries and information services. They are also obviously beyond the scope and resources of NCLIS (or any other one organization, for that matter) to address completely. On the other hand, NCLIS is uniquely mandated and uniquely qualified to undertake initiatives on these important topics, and it will do so increasingly and very deliberately in collaboration with other components of the federal government and with other public and private partners.

Specific NCLIS objectives, activities and required resources for FY 2004 are summarized in this document.



## **FY 2004 PROGRAM DESCRIPTION AND OBJECTIVES**

[Note: A total budget of \$2,981,000 for NCLIS for FY 2004 is the basis for the figures in this section. Amounts for all program areas will not total \$2,981,000 due to rounding. This amount represents, in current dollars, less than the 1970 purchasing power of \$750,000 that Congress authorized when it established the Commission, and is the amount that the Commission proposed to OMB for inclusion in the Administration's Budget for FY 2004. However, the Administration only recommended \$1,000,000, and the following discussion indicates how that lower level of funding would be applied to the ongoing work of NCLIS.

Between FY 1999 and FY 2001, the Administration recommended and Congress provided year-to-year increases substantially above the average overall increase in government expenditures; the NCLIS budget grew nearly 50% in two years. This pattern, if continued, would have resulted in the Commission reaching the level whereby its appropriation, in spending power, would equal its original authorization, in less than five years. Of course, that pattern was broken over the two-year period in which OMB proposed eliminating NCLIS. This justification document envisions a more modest proposed growth plan (about 11% a year) that results in the NCLIS appropriation reaching its initial authorization, adjusted for inflation, by FY 2009. On such a growth path, the amount proposed for FY 2004 would be slightly over \$2,000,000. Therefore that amount and what NCLIS would do at that level is also reflected below. Distribution into Object Classes is provided only for the \$2.981 million amount.]

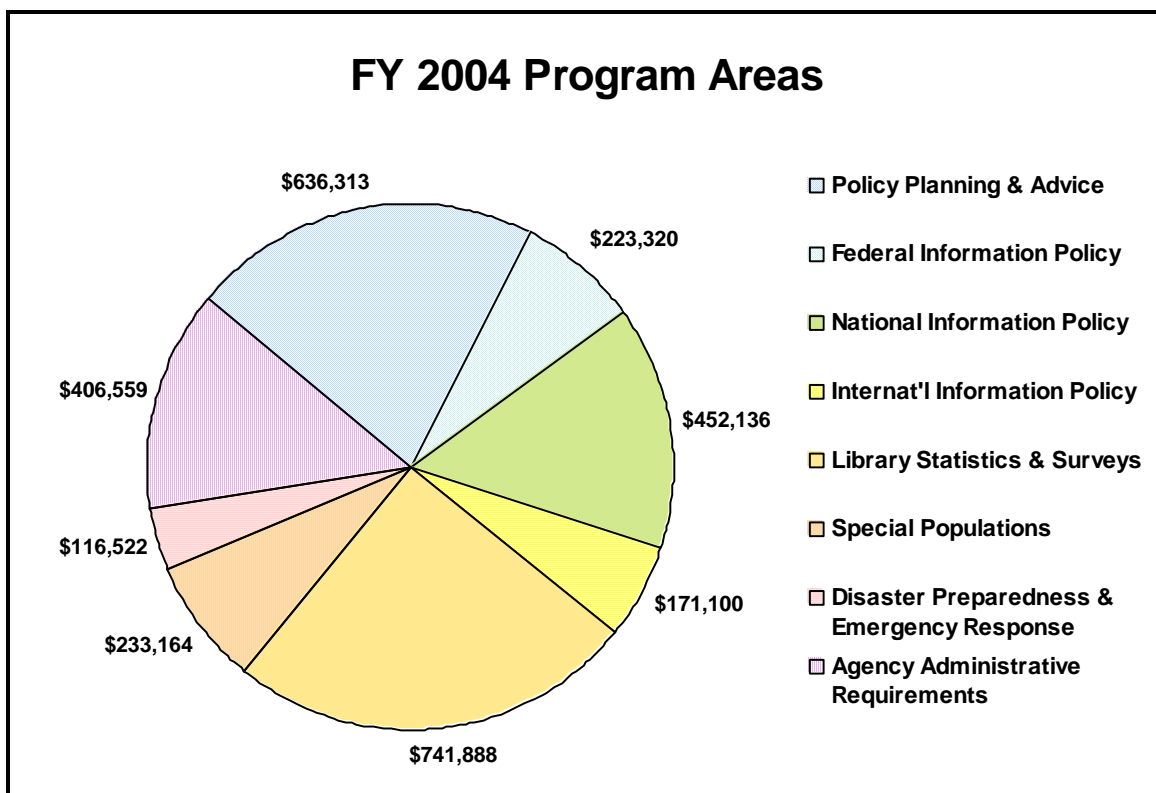
### **COMMISSION PRIORITIES**

Priorities may shift, depending on plans made by Commissioners, the executive director and the staff as part of a continuing strategic planning process, requests from the Administration and the Congress, or in response to unexpected technological and policy developments elsewhere. Each program area is critical to the mission and responsibilities of the Commission; moreover, each area will be at critical points in its development in 2004. NCLIS needs to increase its resources significantly so it can address each area at its critical points and thereby maximize the timeliness and utility of the Commission's advice to the President, the Congress and others with responsibility for programs that affect the library and information services available to the American people.

The Commission's programs and projects for FY 2004 are long-standing areas of activity for the Commission, with the exception of a new area of special focus on the role of libraries in disaster preparedness and emergency response, which was established in the FY 2003 budget request. Finally, the Commission addresses its routine internal and administrative requirements.

The program areas presented in this budget request are as follows:

1. Policy Planning and Advice:	\$636,000
2. Federal Information Dissemination Policy:	\$223,000
3. National Information Policy:	\$397,000
4. International Information Policy:	\$171,000
5. Library Statistics and Surveys:	\$742,000
6. Services to Special Populations:	\$233,000
7. Disaster Preparedness and Emergency Response:	\$173,000
8. Agency Administrative Requirements	<u>\$406,000</u>
<b>TOTAL</b>	<b>\$2,981,000</b>



In FY 2004 the Commission will continue working toward fulfillment of the proactive leadership position envisioned in the NCLIS statute and called for by the unprecedented rate of change in the library and information arenas. The internal re-building and planning of recent years will equip the Commission well to assume this role. Wider and more substantial collaboration with other organizations will be a feature of FY 2004 as well.

## **COMMISSION VACANCIES AND APPOINTMENTS**

There are currently eleven vacancies on the Commission and one more will occur before the beginning of FY 2004. The President has the opportunity to appoint twelve Commissioners, and name a new Chairperson by FY 2004, thus ensuring that the Commission is able to effectively assist the Administration with a wide range of issues related to education, life long learning, and other information policies.

Specific objectives and tasks in all of the Commission's program areas are detailed below.

### **1. POLICY, PLANNING AND ADVICE**

Answer all inquiries from Congress on legislation related to library and information services and take the initiative to offer information and comments on matters that are within the purview and expertise of the Commission, when appropriate. Answer all memoranda from the Legislative Reference Division of OMB within the required time frames and take the initiative to offer information and comments to OMB and the White House on all items that are within the purview and expertise of the Commission.

- Advise on necessary changes in Federal information dissemination laws, policies and practices; and
- Advise on major policy and legislative initiatives affecting library and information services.

Advise the Institute of Museum and Library Services (IMLS) on federal grant programs to libraries as authorized by statute (20 U.S.C. 1504).

- Advise on the state-administered grants under the Library Services and Technology Act (LSTA), based on evaluation of the results of the prior grants;
- Advise on National Leadership Grants and Contracts under the Library Services and Technology Act, based on evaluation of the results of the prior grants;
- Collaborate with the Director of the Institute of Museum and Library Services (IMLS) and with the National Museum Services Board, or its successor, to advise on library-museum cooperative projects;
- Emphasize coordination of policies and activities of the Institute of Museum and Library Services with other activities of the federal government;
- Evaluate the implementation of the Museum and Library Services Act; and
- Advise on the selection of the 2004 recipients for the National Library Service Awards.

Maintain and strengthen working relationships with officials throughout the government, including the Departments of Education, Labor, State, and Commerce, the Office of Information and Regulatory Affairs (OIRA) in the Office of Management and Budget (OMB), the National Institute for Literacy (NIFL), the Federal Emergency management Administration (FEMA), the Office (or Department) of Homeland Security, and other agencies so that NCLIS provides timely input on national and international policies affecting library and information services. Continue to provide data and findings from the NCLIS studies on public library-Internet access to the Federal Communications Commission and the Schools and Libraries Division (SLD) of the Universal Service Administrative Corporation (USAC) to support and improve the universal service discount program, incorporating data on other types of libraries and library cooperatives as available and appropriate.

Maintain and strengthen working relationships with officials in national library associations, such as the American Library Association (ALA) and its affiliates, the American Association of Law Libraries (AALL), the Association for Research Libraries (ARL), the Medical Library Association (MLA), and the Special Libraries Association (SLA), as well as state and regional library organizations.

Develop new avenues for formulating, exchanging or conveying policy, plans and advice, such as:

- Expanded contact and substantive cooperation with organizations such as
  - Association for Library and Information Science Education (ALISE);
  - Center for Research Libraries (CRL);
  - Chief Operating Officers of State Library Agencies (COSLA);
  - Coalition for Networked Information (CNI);
  - Council on Library and Information Resources (CLIR);
  - National Information Standards Organization (NISO);
  - National Forum on Information Literacy (NFIL);
  - RESOURCE, the British Museums, Libraries and Archives Council;
  - European Union (EU);
  - International Federation of Library Associations and Organizations (IFLA); and
  - UNESCO.
- Exploration of ways to emphasize the information science part of NCLIS responsibility, in cooperation with organizations such as
  - Association of American Publishers (AAP);
  - American Society for Information Science and Technology (ASIST); and
  - Software and Information Industry Association (SIIA).

Increase printing and distribution of NCLIS publications, reports and brochures, and enhance the Commission website to expand electronic communication with federal, state and local governments and other organizations and individuals with an interest in improving national library and information services.

Continue to expand the relationships necessary to provide information to, and receive information from, state and local governments.

<u>Resources for FY 2004 (in thousands)</u>	<u>\$636</u>
Salaries and benefits	390
Consulting services	55
Travel and meetings	72
Printing	15
Other (rent, communications, supplies, etc.)	104

<u>Resources for FY 2004 (in thousands)</u>	
At the OMB Budget recommendation	<u>\$50</u>
At the mid-growth level	<u>\$400</u>

## **2. FEDERAL INFORMATION DISSEMINATION POLICY**

Continue a multi-year initiative on the transition of federal government information from print to electronic form:

- Assist or advise the Government Printing Office as appropriate in further transition of the federal depository library system to incorporate electronic information;
- Continue work with the Computer Science and Telecommunications Board of the National Academy of Sciences and/or other experts to evaluate federal information policy in a networked, electronic environment;
- Follow up the efforts undertaken in recent years to collect and understand the implications of data about agency publications transitioning from ink-on-paper to various electronic formats and mediums, particularly the recommendations from the Commission's FY 2001 report: *A Comprehensive Assessment of Public Information Dissemination*;
- Consult with Congress and the Administration on the goals and approach for additional NCLIS work in this area, including advice on public printing, the Federal Depository Library Program, and other programs for the sale or dissemination of, and permanent public access to, government information;
- Cooperate with the Office of Management and Budget, the National Archives and Records Administration (NARA), and others studying or planning changes in Federal information dissemination policy and practices for production and distribution of public federal information;
- Continue to participate in other initiatives of the library and information science communities seeking to re-define federal information access and dissemination responsibilities; and
- Monitor the implementation of relevant Federal legislation, policies and practices and prepare any necessary recommendations for Congress and the Administration.

<u>Resources for FY 2004 (in thousands)</u>	<u>\$223</u>
Salaries and benefits	152
Consulting services	0
Travel and meetings	20
Printing	6
Other (rent, communications, supplies, etc.)	45
 <u>Resources for FY 2004 (in thousands)</u>	
At the OMB Budget recommendation	<u>\$0</u>
At the mid-growth level	<u>\$200</u>

### **3. NATIONAL INFORMATION POLICY**

Initiate a formal review of the implementation of the past recommendations of the Commission and other advisory groups with respect to the National Information Infrastructure (NII) and prepare a report assessing the state of the NII. This assessment will incorporate information gathered under the other program areas, particularly Disaster Preparedness and Emergency Response and Services to Special Populations. The primary staffing and funding for such subtopics are covered in those program areas.

Support Commissioner and staff participation in conferences in the library and information communities to help ensure that NCLIS has the information it needs about the concerns and activities of these constituents and that these constituents have the information they need about NCLIS initiatives and other relevant federal activities.

<u>Resources for FY 2004 (in thousands)</u>	<u>\$397</u>
Salaries and benefits	167
Consulting services	150
Travel and meetings	24
Printing	6
Other (rent, communications, supplies, etc.)	50
 <u>Resources for FY 2004 (in thousands)</u>	
At the OMB Budget recommendation	<u>\$0</u>
At the mid-growth level	<u>\$0</u>

### **4. INTERNATIONAL INFORMATION POLICY**

Continue investigations of the international and global aspects of networking and the NII as these affect the U.S. library and information services communities and their ability to meet the information needs of the people of the United States.

Continue to implement plans for NCLIS participation in international affairs, including these areas:

- Aiding the State Department in supporting library and archival activities in the global information infrastructure, including coordination with UNESCO;
- Acting as the lead U.S. agency, in cooperation with the Departments of State and Education, the National Forum on Information Literacy and other organizations, to complete work on a UNESCO-sponsored international conference on information literacy, including presentation of the results to the International Telecommunications Union World Summit on the Information Society to be held in Geneva in December 2003;
- Supporting Commissioner and staff participation in international conferences;
- Supporting other international activities or initiatives, including closer ties with organizations in other nations with functions analogous to those of the Commission; and
- Proactively responding to global or international issues and concerns.

Continue to expand the relationships necessary to exchange relevant policy and legislative information with foreign governments and international organizations.

Continue to respond to requests from the U.S. Department of State and others for the Commission to brief international visitors on U.S. information policy and for Commissioners and senior staff to represent the United States abroad. Foreign travel in response to requests to represent the United States is funded by U.S. Department of State or the host country and is not included in this budget request.

<u>Resources for FY 2004 (in thousands)</u>	<u>\$171</u>
Salaries and benefits	107
Consulting services	0
Travel and meetings	28
Printing	4
Other (rent, communications, supplies, etc.)	32
 <u>Resources for FY 2004 (in thousands)</u>	
At the OMB Budget recommendation	<u>\$50</u>
At the mid-growth level	<u>\$150</u>

## **5. LIBRARY STATISTICS AND SURVEYS**

Negotiate an agreement with the National Center for Education Statistics (NCES) to continue the Library Statistics Program in FY 2003, and fulfill the terms of the agreement negotiated with the NCES to continue the cooperative Library Statistics Program.

Continue to plan, develop, and/or sponsor or co-sponsor national sample survey(s) on public, academic, school or special libraries to assess their ability to meet the current and

future information access needs of individuals with disabilities. This initiative falls within the scope of two program areas, Library Statistics and Surveys and Services for Special Populations. A portion of the staffing and funding are covered in each program area.

Fulfill research-, innovation- and future-oriented roles for NCLIS in work with the Institute of Museum and Library Services, the National Center for Education Statistics, the National Institute for Postsecondary Education, Libraries and Lifelong Learning and others in the federal government to structure, strengthen and shorten cycles of needed and useful data collection (including rapid-response sample surveys), analysis and research pertaining to libraries and information services. In general, increase the emphasis on products, outputs and outcomes in all measurement and research.

Continue to plan and implement data gathering to measure the condition of school library media centers, the effectiveness of staff education and training, services to students and teachers, and the information needs of students and teachers in schools throughout the nation, building on the findings of the Commission's Hearing<sup>1</sup> and work with the School Library Media Center survey sponsored by NCES. This initiative also falls within the scope of two program areas, Library Statistics and Surveys and Services for Special Populations. A portion of the staffing and funding are covered in each program area.

Continue active participation as a voting member in the National Information Standards Organization (NISO) and with other library statistics related committees in the United States. Continue participation by an NCLIS staff member as a U.S. representative to the International Standards Organization (ISO) committees regarding library statistics and library performance measurement and with the European Union statistics initiative as a member of the Strategic Advisory Committee of LIBECON, a research study into international library economics.

<u>Resources for FY 2004 (in thousands)</u>	<u>\$742</u>
Salaries and benefits	355
Consulting services	205
Travel and meetings	61
Printing	13
Other (rent, communications, supplies, etc.)	108
 <u>Resources for FY 2004 (in thousands)</u>	
At the OMB Budget recommendation	<u>\$350</u>
At the mid-growth level	<u>\$550</u>

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<sup>1</sup> The Commission conducted a hearing on *School Libraries: Knowledge Navigators Through Troubled Times* in Cincinnati, Ohio, on April 26, 2001.



## 6. SERVICES FOR SPECIAL POPULATIONS

Continue to gather data on the library and information needs of special populations through a hearing or other means. Review prior Commission studies with respect to services for special constituencies, such as Native Americans, to evaluate progress and assess the most pressing needs for improvement in library and information services.

Plan, develop, and/or sponsor or co-sponsor national initiatives to encourage greater awareness of the need for information literacy as well as basic literacy in the population of the United States.

Continue to plan, develop, and/or sponsor or co-sponsor national sample survey(s) on public, academic, school or special libraries to assess their ability to meet the current and future information access needs of individuals with disabilities. This initiative falls within the scope of two program areas, Library Statistics and Surveys and Services for Special Populations. A portion of the staffing and funding are covered in each program area.

Continue to plan and implement data gathering to measure the condition of school library media centers, the effectiveness of staff education and training, services to students and teachers, and the information needs of students and teachers in schools throughout the nation, building on the findings of the Commission's hearing on school libraries in 2001, and work with the School Library Media Center survey sponsored by NCES. This initiative also falls within the scope of two program areas, Library Statistics and Surveys and Services for Special Populations. A portion of the staffing and funding are covered in each program area.

Information gathered through these initiatives will be incorporated into the assessment of the state of the National Information Infrastructure described (and funded) under the National Information Policy program area.

<u>Resources for FY 2004 (in thousands)</u>	<u>\$233</u>
Salaries and benefits	115
Consulting services	55
Travel and meetings	25
Printing	4
Other (rent, communications, supplies, etc.)	34
 <u>Resources for FY 2004 (in thousands)</u>	
At the OMB Budget recommendation	<u>\$0</u>
At the mid-growth level	<u>\$100</u>

## 7. DISASTER PREPAREDNESS AND EMERGENCY RESPONSE

Following the terrorist attacks of September 11, 2001, the Commission began to plan and implement an initiative to focus on changes in the role of libraries, archives and other information services following the attacks. The initiative focuses on three areas:

- Libraries, archives and other information services as trusted sources of information and channels for dissemination of government information at all levels (federal, state and local);
- Libraries, archives and museums as stewards of information and cultural assets, with unique materials whose preservation must be ensured, and for which public access must be maintained, through development of plans to protect their own collections and facilities, individually and in coordination with other institutions;
- Libraries as active partners in community emergency preparedness and disaster response, serving as a clearinghouse for reliable, timely information to the community from a variety of emergency response agencies and from other sources.

Continue to plan, develop, and/or sponsor or co-sponsor national sample survey(s) on implementation by libraries and emergency response agencies of policy recommendations developed and promulgated by NCLIS in FY 2002 and FY 2003.

Sponsor invitational meeting(s) to discuss models and best practices for libraries in stewardship of information and cultural assets and community emergency preparedness and disaster response. Disseminate the results to encourage their adoption and adaptation by other institutions.

These initiatives will be coordinated with the Office (or Department) of Homeland Security and the Federal Emergency Management Agency. Information gathered through these initiatives will be incorporated into the assessment of the state of the National Information Infrastructure described (and funded) under the National Information Policy program area.

<u>Resources for FY 2004 (in thousands)</u>	<u>\$166</u>
Salaries and benefits	81
Consulting services	50
Travel and meetings	9
Printing	3
Other (rent, communications, supplies, etc.)	23
 <u>Resources for FY 2004 (in thousands)</u>	
At the OMB Budget recommendation	<u>\$150</u>
At the mid-growth level	<u>\$150</u>

## **8. AGENCY ADMINISTRATIVE REQUIREMENTS**

Continue to develop a small, but highly qualified, professional staff of program officers for NCLIS, augmented by consultants, visiting scholars and/or other appointees to support the content of the Commission's work.

Plan, conduct and follow up on four full NCLIS meetings, with at least one including a hearing or forum to gather information on the library and information needs of the nation.

Plan, carry out and follow up on meetings of committees established by the Commission.

Plan, carry out and follow up on other meetings with allied groups and individuals as approved by the Commission.

Hold orientation sessions for new Commissioners after their confirmation by the Senate as NCLIS Members.

Continue to carry out recommendations of the previous years' evaluations of the need for and uses of information resources management and information systems and procedures for Commissioners and staff, including:

- Improving local area networks, servers, desktop and/or laptop computers and peripherals;
- Developing the NCLIS web site, including greater interactive capability;
- Increasing desktop publishing and publishing on the Web;
- Expanding the use of electronic manuals and other administrative tools, and of electronic communications generally, among Commissioners, among Commissioners and staff, and among staff;
- Collecting and organizing files, books and serial resources to support the work of the Commissioners and staff;
- Improving records management, including evaluation of the Commission archives and preparing historical material for transfer to the National Archives and Records Administration as well as assuring ongoing mechanisms to identify, preserve and schedule for transfer appropriate Commission materials; and
- Providing periodic training for Commissioners and staff.

Maintain appropriate administrative services for the management of the Commission office and staff, including use of administrative services from other agencies to support Commission legal, payroll, personnel and financial services requirements.

<u>Resources for FY 2004 (in thousands)</u>	<u>\$406</u>
Salaries and benefits	236
Consulting services	45
Travel and meetings	36
Printing	9
Other (rent, communications, supplies, etc.)	80

<u>Resources for FY 2004 (in thousands)</u>	
At the OMB Budget recommendation	<u>\$400</u>
At the mid-growth level	<u>\$450</u>

## AMOUNTS AVAILABLE FOR OBLIGATION

(in thousands)

### APPROPRIATION

	<b>FY 2000 Actual</b>	<b>FY 2001 Actual</b>	<b>FY 2002 Actual</b>	<b>FY 2003 Estimated</b>	<b>FY 2004 Request</b>
Salaries & Expenses	\$1,295 <sup>[1]</sup>	\$1,495	\$ 999 <sup>[2]</sup>	\$1,003 <sup>[3]</sup>	\$2,981

### REAL TRANSFERS FROM

National Center for Education Statistics	\$220	\$325	\$194	\$200	\$325
Department of State	\$100	\$75	\$75	\$75	\$150

### NCLIS GIFT ACCOUNT

	\$19	\$11	\$6	\$50	\$150
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### TOTAL ADJUSTED BUDGET AUTHORITY

	<b>\$1,634</b>	<b>\$1,906</b>	<b>\$1,274</b>	<b>\$1,328</b>	<b>\$3,606</b>
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Note: The current reimbursable programs from National Center for Education Statistics (NCES) and the Department of State are expected to continue. Other programs, similar to the FY 1998-1999 joint project with the Government Printing Office (GPO) on access to electronic government information, may also be established, but there are no specific commitments at this time.

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[1] Reflects the mandatory reduction of .38% (\$4,940) in FY 2000.

[2] Reflects the mandatory reduction of \$1,000 for Homeland Security in FY 2002

[3] Reflects the across-the-board reduction of .65% (\$6,565) in FY 2004

## BUDGET AUTHORITY AND OUTLAYS

(in thousands)

<b>BUDGET AUTHORITY</b>	<b>Estimated FY 2003</b>	<b>Requested FY 2004</b>	<b>Change FY 03 to FY 04</b>
Appropriations only	\$1,003	\$2,981	\$1,978
<b>OUTLAYS</b>			
Appropriations only	\$1,001	\$2,979	\$1,978
<b>OUTLAYS, GROSS</b>			
Including Transfers and NCLIS Gift Account	\$1,326	\$3,600	\$2,274
<b>FTE PERSONNEL</b> <sup>[1]</sup>			
	7	12	5

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[1] Includes FTE allocation for Commissioners' salaries.

## BUDGET AUTHORITY BY OBJECT CLASS

(in thousands)

<b>OBJECT CLASS</b>	<b>Estimated FY 2003</b>	<b>Requested FY 2004</b>	<b>Change FY 03 to FY 04</b>
Staff Salaries	\$452	\$1,054	\$602
Commissioner Salaries	38	243	205
Benefits	121	306	185
<b>SUBTOTAL, PAY</b>	611	1,603	992
Travel	21	275	254
Rent	177	190	13
Communication, utilities, postage	11	50	39
Printing, reproduction	5	60	55
Consulting services	83	560	477
Other contractual services	48	75	27
Govt/interagency services	42	73	31
Supplies and materials	2	28	26
Equipment, Non-Capital	3	66	63
<b>SUBTOTAL, NON-PAY</b>	392	1,378	986
<b>SUBTOTAL, DIRECT OBLIGATIONS</b>	1,003	2,981	1,978
<b>NCLIS GIFT ACCOUNT</b>	50	150	100
<b>REIMBURSABLE OBLIGATIONS</b>	375	475	100
<b>TOTAL OBLIGATIONS</b>	1,428	3,606	2,178

## **SUMMARY OF CHANGES FROM FY 2003 TO FY 2004 BUDGET REQUESTS**

***Full-Time Staff Salaries*** – In FY 2004 the Commission staff will remain at the level of the FY 2003 budget request. The increase covers merit and step increases for Commission staff and the cost of living pay increases effective January 2004. [\$49,000]

***Other Salaries*** - Commissioners FY 2004 salary is budgeted at 2 full-time-equivalent positions as it is in the FY 2003 budget proposal. This projection assumes that all current vacancies will be filled. Commissioners are classified as intermittent government employees and are paid only when on official business for NCLIS. In FY 2004 the rate of pay for Commissioners will continue to be equivalent to the daily rate of pay for a Senior Executive Service Level 2 position (SES-2). The rate will be adjusted for the pay raise effective January 2004. An average of 30 working days per Commissioners is projected for FY 2004. This includes 90 days allocated for "resident Commissioners," so that several Commissioners can dedicate additional time to Commission program activities. [\$13,000]

***Civilian Personnel Benefits*** - The increase in staff benefits includes matching anticipated employee Thrift Savings Plan (TSP) contributions and anticipated increases in costs for health care and other benefits. Commissioners require only OASDI and Medicare matching funds as benefits, and these are estimated at 7.65% as in prior years. [\$26,000]

***Travel and Transportation of Persons*** - Travel for NCLIS is different from many agencies because travel is required for Commissioners to meet to conduct the basic business of the agency and to otherwise represent the Commission. Experience from FY 1996 and FY 1997, years in which the Commission met only twice, has shown that meeting more often is necessary for adequate management of programs, planning, development and communication of policy recommendations, and establishing consensus or directions on issues. FY 2004 travel also includes two hearings to be held in conjunction with Commission meetings. Professional staff will require travel for participating in relevant professional meetings and in Commission meetings that are held outside of Washington, DC. The frequency of travel is projected at the same level as in the FY 2003 budget request, adjusted for price increases. [\$6,000]

***Rental Payments to GSA*** - The increase covers the anticipated FY 2004 GSA rent increase, including an increase in the annual surcharge for building security and increases in real estate taxes that are passed on to the Commission. [\$10,000]

***Communications, Utilities, Postage*** - The amounts are projected at the same levels as in the FY 2003 budget request, adjusted for price increases. [\$2,000]



***Printing*** - This object class covers minimal and required expenses for notices in the *Federal Register* and annual publication of Commission regulations in the *Code of Federal Regulations*. It includes print publication through GPO of the NCLIS annual report, research and survey results, and forum and hearing reports, so that these items can be included in the Federal Depository Library Program and the Catalog of U.S. Government Publications, as well as stationery. The number of reports to be printed is approximately the same as in the FY 2003 budget request, adjusted for price increases and some increase in the quantity to be distributed. [\$5,000]

***Consulting Services*** - This object class includes policy analysts and researchers with the skills and availability to work intensively on short term projects in support of NCLIS programs, applied research using data generated by the Library Statistics Program, and Commission-sponsored surveys. The requested budget of \$565,000 will provide:

- statistical surveys and analysis in support of Commission policy initiatives;
- a report on the state of the National Information Infrastructure;
- an evaluation of the implementation of the Library Services and Technology Act (LSTA) and related Federal support for the nation's museums and libraries;
- support for Commission activities on disaster preparedness and emergency response;
- support for Commission initiatives on services to special populations; and
- evaluation of the Commission archives and preparation of material for transfer to the National Archives and Records Administration. [\$25,000]

***Other Contractual Services*** - This object class covers items such as lease, repair and maintenance of equipment, maintenance of computers and the local area network, meeting space, booth fees for Commission exhibits at national and international meetings, transcription services, and memberships in organizations such as the National Information Standards Organization (NISO), International Federation of Library Associations and Organizations (IFLA) and American Society for Information Science and Technology (ASIST). The amounts are projected at the same levels as in the FY 2003 budget request, adjusted for anticipated price increases. [\$5,000]

***Government (Interagency) Services*** - This object class includes the memorandum of understanding (MOU) with Department of Education for administrative and fiscal services, and payments to other government agencies for intergovernmental services, such as security and background investigations on Commission nominees and senior staff. [\$6,000]

***Supplies and Materials*** - This object class covers all office supplies, subscriptions to professional journals and periodicals, and the purchase of books for the NCLIS reference library. The amounts are projected at the same levels as in the FY 2003 budget request, adjusted for price increases. [\$2,000]

***Equipment*** - This object class covers replacing and upgrading NCLIS office and computer equipment. This includes upgrading computer hardware and software as well as expansion of the Commission's network to support faster and more reliable Intranet and

Internet services for Commissioners and staff and to improve communication with NCLIS constituents through the Commission website. Obsolete equipment will be donated to organizations that refurbish the equipment and donate to schools and libraries. The amounts are projected at the same levels as in the FY 2003 budget request, adjusted for anticipated price increases. [\$1,000]

## APPROPRIATIONS HISTORY

(in thousands)

<b>Fiscal Year</b>	<b>Admin. Request to Congress</b>	<b>House Allowance</b>	<b>Senate Allowance</b>	<b>Appropriation</b>
Supplemental 1972	200	not considered	200	200
1973	406	406	406	406
1974	406	406	406	406
1975	502	409	409	409
1976	502	409	468	468
1977	517	517	493	493
Supplemental 1977				15
1978	607	598	598	598
1979	683	660	683	660
1980	668	668	668	668
Pay Supplement 1980				18
1981	691	691	691	691
1982	750	702	702	674
1983		674	674	674
1984	553	553	674	674
1985	690	690	720	720
1986		690	690	660
Sequester 1986				-30
1987	690	660	690	660
Pay Supplement 1987				23
1988	791	750	791	718
1989	755	750	750	741
1990	770	750	770	750
1991	777	750	750	732
1992	911	750	911	831
1993	1,000	590	982	889
1994	904	904	904	904
1995	904	901	901	901
1996	962	450/829	829	829
1997	897	812	897	897
1998	1,123	1,000	1,000	1,000
1999	1,000	1,000	1,000	1,000
2000	1,300	1,300	1,300	1,295
2001	1,495	1,295	1,495	1,495
2002	0	1,000	1,495	1,000
2003	0	1,000	1,000	1,003

**Note:** Until the enactment of PL 102-95 in FY 1992, the statutory ceiling on the annual appropriation for NCLIS was \$750,000.

## STAFFING HISTORY

<u>Fiscal Year</u>	<u>Full-Time Equivalent Positions</u>
1984	9.5
1985	11.0
1986	11.0
1987	9.0
1988	9.0
1989	10.0
1990	9.5
1991	6.5
1992	6.0
1993	6.0
1994	6.0
1995	9.0
1996	9.0
1997	9.0
1998	9.0
1999	9.0
2000	9.0
2001	9.0
2002	6.0
2003	6.8

**Note:** In the FY 2004 budget request, the Commission proposed to increase the number of positions utilized for Commissioners salaries from 1 to 2 based on increased activity and the anticipated appointment of new Commissioners. Similarly, the FY 2004 budget request includes additional senior professional positions to staff major Commission program areas.

# MEMBERS OF THE U.S. NATIONAL COMMISSION ON LIBRARIES AND INFORMATION SCIENCE

FY 2003

Appointed Commissioners	Term Expiration	Profession
Martha B. Gould NCLIS Chairperson Reno, NV	2002	Retired public library director
Joan R. Challinor, Ph.D. NCLIS Vice Chairperson Washington, DC	2004	Historian
Jack E. Hightower, Esq. Austin, TX	2004	Attorney; retired state supreme court judge; former Member of Congress
Bobby L. Roberts, Ph.D. Little Rock, AR	2003	Public library director

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[1] Commissioner Gould serves until July 19, 2003, when her one-year statutory term extension expires.

Statutory Commissioners	Term Expiration	Profession
James H. Billington Washington, D.C.	<u>ex officio</u>	Librarian of Congress
Nancy Davenport (Alternate for Dr. Billington) Washington, DC		Director for Acquisitions, Library of Congress
Robert S. Martin, Ph.D. Washington, DC	<u>ex officio</u>	Director, Institute of Museum and Library Services

## NOTES:

Terms of the Commissioners expire on July 19th of the years listed above. However, P.L. 102-95, Sec. 5 (2) states "...the term of office of any member of the Commission shall continue until the earlier of (A) the date on which the member's successor has been

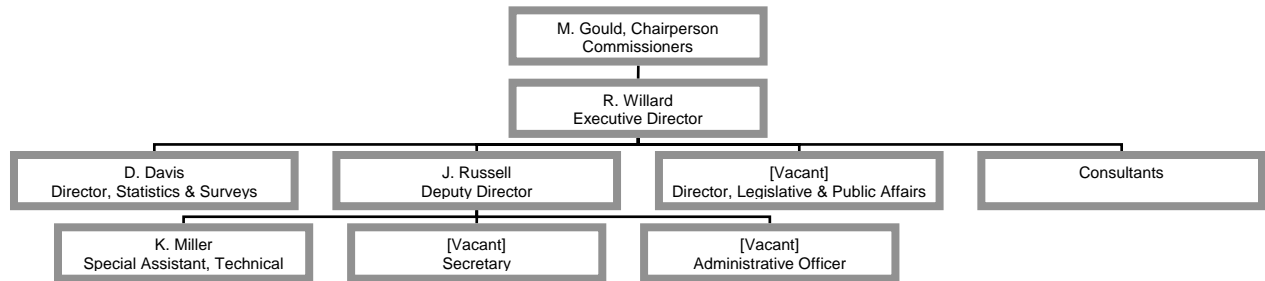
appointed by the President; or (B) July 19 of the year succeeding the year in which the member's appointed term of office shall expire.”

Historically, a few Commissioners have chosen not to earn salary when working for NCLIS. However, budget projections assume that each Commissioner may choose to be paid salary for the all of the days served.

There are currently 11 vacancies for appointments to the Commission. One Commissioner (Chairperson Gould) is already serving during the one-year extension provided in the statute. Another Commissioner (Dr. Roberts) will begin serving the one-year extension provided in the statute on July 19, 2003, unless the President appoints his successor prior to that date.

# NCLIS ORGANIZATION CHART

## As of September 30, 2002



## COMMISSION MEETINGS

### FY 2001 MEETINGS

November 2000 Washington, DC	Business sessions in conjunction with a public meeting on the <i>Comprehensive Assessment of Public Information Dissemination</i>
April 2001 Cincinnati, OH	Business sessions in conjunction with the hearing on <i>School Libraries: knowledge Navigators Through Troubled Times</i>
August 2001 Boston, MA	Business sessions in conjunction with the annual conference of the International Federation of Library Associations and Organizations (IFLA)
September 2001 Old Sturbridge Village, MA	Joint Meeting with the National Museum Services Board <sup>1</sup> [Postponed due to terrorist attacks on September 11, 2001]
Ongoing Washington, DC and Other Locations	Meetings with legislative and executive officials, library and information associations and other not-for-profit groups to discuss mutual concerns, especially federal information dissemination policy, libraries and the National Information Infrastructure, and federal grant programs for libraries.

### FY 2002 MEETINGS

October 2001 Washington, DC	Business sessions including planning for the disaster preparedness and emergency response initiative and the International Conference on Information Literacy
December 2001 Washington, DC	Joint Meeting with the National Museum Services Board; Business sessions
April 2002 Washington, DC	Business sessions [meeting via conference call]
June 2002 Washington, DC	Business sessions, including review of nominations for the National Awards for Library Service
Ongoing Washington, DC and Other Locations	Meetings with legislative and executive officials, library and information associations and other not-for-profit groups to discuss mutual concerns, especially federal information dissemination policy, libraries and the National Information Infrastructure, and federal grant programs for libraries.

The objective is for the full Commission to meet quarterly. Between meetings the Commissioners stay informed and involved through telephone conference calls, electronic mail, the NCLIS web site, monthly executive director's reports and other means.

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<sup>1</sup> A minimum of one joint meeting of NCLIS and the NMSB per year is currently required by law.



NCLIS committees and working groups meet—separately and/or in conjunction with meetings of the full Commission—to proceed with their activities, with the approval of the NCLIS Chairperson. The Executive Committee meets as needed, either in person or by telephone conference call, usually at least once a month.

The NCLIS Chairperson, other Commissioners and staff continue to meet with officials in Congress and the Administration, state and local government officials, library and information associations and other private-sector groups to discuss mutual concerns, especially federal information dissemination policy, libraries and federal grant programs for libraries.

Hearings and forums are held to appraise the adequacies and deficiencies of current library and information resources and services and evaluate the effectiveness of current library and information science programs.